

**ADMINISTRATIVE PROCEDURES
FOR REGISTERING SECURITY OFFICERS (GUARDS)
AND/OR PRIVATE INVESTIGATORS**

If the procedures listed below are not followed, the applications will be returned to your company. Please be sure all branch offices are aware of this directive.

Public Act 04-192 states "Immediately upon hiring an investigator, or Security Officer, the licensee shall make application to register such employee with the Commissioner of Public Safety."

COMPILING REGISTRATIONS FOR SECURITY OFFICERS (GUARDS) & PRIVATE INVESTIGATORS:

The **registration of security officers (guards)** will consist of the following:

- 1) The standard application (DPS-688-C);
- 2) Two (2) color photographs, 2" x 2" (passport style);
- 3) A registration fee of twenty (\$20.00) dollars;
- 4) Copy of Security Officers Identification Card.

The check or money order for Security Officer (guard) registration must be made payable to the Department of Public Safety.

The **registration of private investigators** will consist of the following:

- 1) The standard application (DPS-688-C);
- 2) Two (2) color photographs, 2" x 2" (passport style);
- 3) A set of fingerprint cards (one (1) blue-FBI and one (1) green-State of Connecticut Applicant);
- 4) The following **fees** will apply;
 - a. Registration fee of twenty (\$20.00) dollars;
 - b. FBI background inquiry- twenty-four (\$24.00) dollars;
 - c. State of Connecticut background inquiry- twenty-five (\$25.00) dollars.

The registration packet for Private Investigators must include **three (3) separate checks or money orders for the above fees**. The fee for registration needs to be made payable to the Department of Public Safety. The other two (2) for the fingerprints must be made payable to the Commissioner of Public Safety.

All applications and fingerprint cards **MUST be typed**. All applications must be properly notarized. Alien registration numbers must be included, if applicable. **No personal checks will be accepted. Incomplete and/or incorrect application packets will be returned.**

TERMINATIONS:

When terminating employee(s), one letter, on company letterhead, will be sufficient. The information required is as follows:

Last name, first name, date of birth, Social Security #, and date of termination. These terminations must be typed or printed legibly and accurately.

SECURITY COMPANIES ONLY

SECURITY OFFICER FIREARMS PERMIT ("BLUE CARD"): The applicant must possess a valid Connecticut State Pistol Permit. The applicant **must have** his/her Special Licensing & Firearms Application for Registration package physically in the Unit Office before they may apply for a Security Officers Firearms Permit. The applicant must have taken, and successfully completed, the Security Officer Firearms Course, taught by an instructor that has been certified by this office. Said course must contain a minimum of seven (7) hours of classroom instruction. (Call office for a list of certified instructors.)

WEAPONS FAMILIARIZATION AND RANGE DISCIPLINE

Security officers must carry the weapon used in qualification. Security officers **must** range qualify for each weapon they carry. The instructor must complete the scoring side of form DPS-1030-C for each additional weapon to be carried.

Once these requirements have been met, individuals may apply for their Security Officers Firearms Permit by complying with the following instructions: Send the **original** DPS-1030-C, "Application of Security Officer Firearms Permit", received from the instructor of the course, a copy of their current valid Connecticut State Pistol Permit and a check or money order in the amount of **\$31.00**, made payable to the "Department of Public Safety."

NOTE: Employers may submit the "Application for Registration of Employee" and the "Application for Security Officer Firearms Permit", at the same time, providing that two (2) separate checks are submitted, one for the registration fee of \$20.00, and one for \$31.00 for the "Security Officer Firearms Permit." The Security Officer Firearms Permit will expire the same time as the Connecticut State Pistol Permit no matter when it was applied for.

SECURITY OFFICERS IDENTIFICATION CARD

Any person hired to work, as a **security officer** shall be **certified as a security officer** prior to being registered. The employee shall **complete a minimum of eight (8) hours training** in the following areas: Basic first aid, search and seizure laws and regulations, use of force, basic criminal justice and public safety issues. This curriculum will be devised by the Department of Public Safety and made available to all security companies through a certified instructor. As a result of said training, the security officer will be issued an **identification card** from the Department of Public Safety. This **security officer's identification card** will have two (2) year expiration.

To obtain a **security officer's identification card** you must complete the following requirements:

- 1) A security officer's identification application (DPS-135-C);
- 2) Two (2) color photographs, 2" x 2" (passport style);
- 3) A set of fingerprint cards (one (1) blue-FBI and one (1) green-State of Connecticut Applicant);
- 4) The following **fees** will apply;
 - a. Application fee of twenty (\$20.00) dollars;
 - b. FBI background inquiry- twenty-four (\$24.00) dollars;
 - c. State of Connecticut background inquiry- twenty-five (\$25.00) dollars.

Three (3) separate checks or money orders are needed for the above identification card. The fee for the application must be made payable to the Department of Public Safety. The other two (2) for the fingerprints must be made payable to the Commissioner of Public Safety.

As of October 1, 2004, it will be a prerequisite that all **armed** security officers will need to qualify on a **yearly basis** with the weapon that they will be using in the capacity of their employment position. Documentation of this must be supplied to our office.

To view Public Act No. 04-192, please visit the following website: <http://www.cga.state.ct.us/2004/act/pa/2004PA-00192-R00SB-00070-PA.htm>.

Should you have any questions, or require anything further, please do not hesitate to contact our office at (860) 685-8046.